New Hampshire Department of Health and Human Services
Comprehensive Family Support Services

OFFICIAL RESPONSES TO VENDOR QUESTIONS
RFP-2021-DEHS-02-COMPR

No.	Question	Answer
1.	**Section 3 Statement of Work, Subsection 3.2 Scope of Services, Subsection 3.2.3** Who is the Facilitating Organization??	The New Hampshire Children's Trust.
2.	**Section 3. Statement of Work** Is the vendor required to respond to all sections within Section 3? More specifically, pages 17-27? Section 3.4 Reporting Requirements and Data Entry; Section 3.5 Relevant Laws, Policies and Guidelines; Section 3.6 Performance Measures Section 3.7 Compliance Section 3.8 Contract Monitoring Provisions	See Section 7 Proposal Outline and Requirements, Subsection 7.2 Outline and Detail, Paragraph 7.2.5. The proposer is required to respond to all questions so that the Department understands and has confidence that these areas will be addressed and are in compliance with all applicable rules and regulations.
3.	**Section 3 Statement of Work, Subsection 3.3 Staffing, Paragraphs 3.3.1. through 3.3.4.** a) Do we need to submit all certificates for all staff in regards to training, or may we simply describe the title of certification, date and number of hours and place in a spreadsheet or training log? b) How far back do we go? Beginning of employment? This year? c) Do we need to submit actual copies of documents such as driver's licenses,	a) The selected vendors do not need to submit these documents. The selected vendors must maintain a file containing these certificates and have them available for review by the Department, upon request. b) Most recent five years. c) The selected vendors do not need to submit these documents. The selected vendors must maintain a file containing these certificates and have them available for review by the Department, upon request.

	background checks and car insurance? Or can this be placed in a spreadsheet with expiration dates included?	
4.	a) **Section 3 Statement of Work, Subsection 3.3 Staffing, Paragraph 3.3.8., Subparagraphs 3.3.8.1 and 3.3.8.2,** Please confirm paraprofessional are required to have both a degree and experience as indicated. b) Does it have to be a Bachelor's degree?	a) Confirmed. Paraprofessionals must have a bachelor's degree with experience. Paraprofessionals may have a Bachelor's degree in any field. However the experience must be as specified in Subparagraph 3.3.8.2. b) Yes.
5.	**Section 3 Statement of Work, Subsection 3.4 Reporting Requirements and Data Entry, Paragraph 3.4.4** Can all numbers 1 through 10 be answered as one?	Section 3.4 can be addressed by assurance of compliance with the reporting and data entry requirements.
6.	**Section 3 Statement of Work, Subsection 3.8 Contract Monitoring Provisions, Paragraph 3.8.5. Statement of Vendor's Financial Condition, Subparagraph 3.8.5.2.** Where do these get placed in the proposal?	Place at the end of your proposal, as a separate attachment.
7.	**Section 4 Financial Standards, Subsection 4.2, Match Requirements, Paragraph 4.2.1** Should the vendor use an estimated dollar amount to determine what 25% of the match would be for the budget, or should the required match dollar amount not be included in the budget?	The vendor is required to provide the match amount on the budget form. An estimated amount is sufficient to be included in the proposal. The blank budget form will be provided as a fillable form to vendors upon request. See Appendix D, Budget Form.
8.	**Section 6 Proposal Process, Subsection 6.2. Procurement Timetable** Will there be a bidder's conference either in person or virtual?	No.

9.	**Section 6 Proposal Process, Subsection 6.7 Proposal Submission, Paragraph 6.7.1.** Can the proposal be delivered in person or only through mail?	See Addendum #1. All proposals must be submitted electronically.
10.	**Appendix F - Watch Me Grow Components** Is the vendor required to respond to this?	Appendix F is a reference document for Paragraph 3.5.13, which needs to be addressed in the vendor's proposal.
11.	**Appendix G – Family Service Records** Is the vendor required to respond to this?	Appendix G is a reference document for Paragraph 3.3.13, which needs to be address in the vendor's proposal